

CHANGE ORDER PROCEDURE

Change No.	Change Description	Change Amount	% of Total	Cumul Change Amount	Cumul % of Total
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Project #1: XYZ Elementary  
Original Contract Amount

\$15,445,000

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1.1	Remove buried debris	\$ 12,880	0.08%	\$ 12,880	0.08%
1.2	Install hastaloid chillers	101,778	0.66%	114,658	0.74%
1.3	Replace sinks	43,950	0.28%	158,608	1.03%
1.4	Install new HVAC	1,789,000	11.58%	1,947,608	12.61%

Current Contract Amount  
Current Percent Complete

\$17,392,608

36%

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2.1  
2.2 ... etc. for Project #2  
2.3

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3.1  
3.2 ... etc. for Project #3  
3.3

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X.1  
X.2 ... etc. for all projects  
X.3

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Regardless of contractor's change order format, list individual, unrelated changes as separate change numbers (1.1, 1.2, etc.) in the above table. Do not combine unrelated changes into one "change number," even if the contractor's paperwork does so.

This philosophy should be exercised when negotiating change orders with contractors. Negotiate unrelated changes individually even though the contractor may combine them. What is important are the dollars associated with individual changes — not the "bottom line cost" of contractor change orders combining unrelated changes.

This report is to be updated and presented to the Board (for information, not approval) during the first Board meeting in each of the following months: March, June, September, December. Any change order presented to the Board for approval at one of these meetings is to be included in the report.